

**KENTUCKY BOARD OF LICENSED  
DIABETES EDUCATORS (KBLDE)  
Meeting Minutes – January 19, 2016**

A meeting of the Kentucky Board of Licensed Diabetes Educators was held at the Office of Occupations and Professions on January 19, 2016.

**MEMBERS PRESENT**

Kim Coy DeCoste, Board Chair  
Dr. Carrie L. Isaacs, Secretary  
Tami Ross

**Occupations and Professions Staff**

Jennifer Hutcherson, Board Administrator

**Others**

Matt James – Office of the Attorney General  
Elizabeth Bryan

**MEMBERS ABSENT**

Dr. Mehdi Poorkay  
Larry Smith

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**CALL TO ORDER**

A regular board meeting of the Kentucky Board of Licensed Diabetes Educators was called to order by Kim Coy DeCoste, Board Chair, at 10:20 a.m. on January 19, 2016 at the Office of Occupations and Professions. A quorum was present.

**APPROVAL OF THE MINUTES**

Dr. Isaacs made a motion to accept the minutes of the special meeting dated October 6, 2015. The motion, seconded by Ms. Ross, carried.

**OCCUPATIONS AND PROFESSIONS REPORT**

No report was provided.

**BOARD CHAIRMAN'S REPORT**

Ms. DeCoste welcomed Ms. Ross to the board.

**BOARD COUNSEL REPORT**

The board reviewed and discussed suggested amendments from the ARRS to 201 KAR 45:130. Dr. Isaacs made a motion to delegate authority to Mr. James to file the changes agreed upon by the board to LRC, upon final approved from Ms. DeCoste. The motion, seconded by Ms. Ross, carried.

The board discussed 201 KAR 45:110 and decided to table the discussion until the April meeting. Ms. Hutcherson will invite Ms. Vanessa Paddy to attend the April board meeting and be a part of this discussion, on behalf of the board.

### **NEW BUSINESS**

The board discussed and updated language in the cease and desist letter that will be mailed to all licensees who have not renewed their licenses at the end of the 90 day grace period.

The board reviewed the current board member list and provided updates to Ms. Hutcherson.

The board discussed providing resources for apprentices (template for plan, guidance for supervisor, and a list of supervisors). Ms. DeCoste will draft a letter to the coordinating body requesting their assistance in putting a template packet together. Ms. Hutcherson will send the letter out on board letterhead upon receipt.

The board discussed the application committee. At this time, there is no need for a formal committee. Applications will be reviewed as a part of the board meetings until such time as a formal committee is needed again.

Ms. Hutcherson provided a renewal update. To date, 442 licensees have renewed their LDE or MLDE license. There are 138 outstanding renewals as of January 12, 2016. Ms. Hutcherson will send an email reminder to those who have not yet renewed.

### **APPLICATION COMMITTEE REPORT**

Dr. Isaacs made a motion for approval of one renewal with disciplinary action on another professional license (*Andrea Spaulding*). The motion, seconded by Ms. Ross, carried.

Dr. Isaacs made a motion to approve four (4) MLDE applications. The motion, seconded by Ms. Ross, carried. Those approved are: *Elizabeth Bryan, Carolyn Hacker, David Miller, and Janelle Schnake*.

Dr. Isaacs made a motion to approve one ADE application upon receipt of payment of the application fee (*Amanda Stoess*). The motion, seconded by Ms. Ross, carried.

### **TRAVEL AND PER DIEM**

Dr. Isaacs made a motion to approve travel and per diem for today's meeting. The motion was seconded by Ms. Ross. The motion carried unanimously.

### **FUTURE MEETINGS**

The next Board Meeting will be held April 19, 2016 at 10:00 a.m. at the Office of Occupations and Professions.

### **ADJOURNMENT**

With no further business to discuss, Dr. Isaacs made a motion to adjourn the meeting. The meeting was adjourned at 11:52 a.m.